

*W. H. Stratford*

RULES AND REGULATIONS

OF THE

Juhn H. Stratford Hospital

DECLARED OPEN TO

THE PUBLIC

ON

Tuesday, the 10th February, 1885,

BY

His Honor the Lt.-Governor of Ontario.

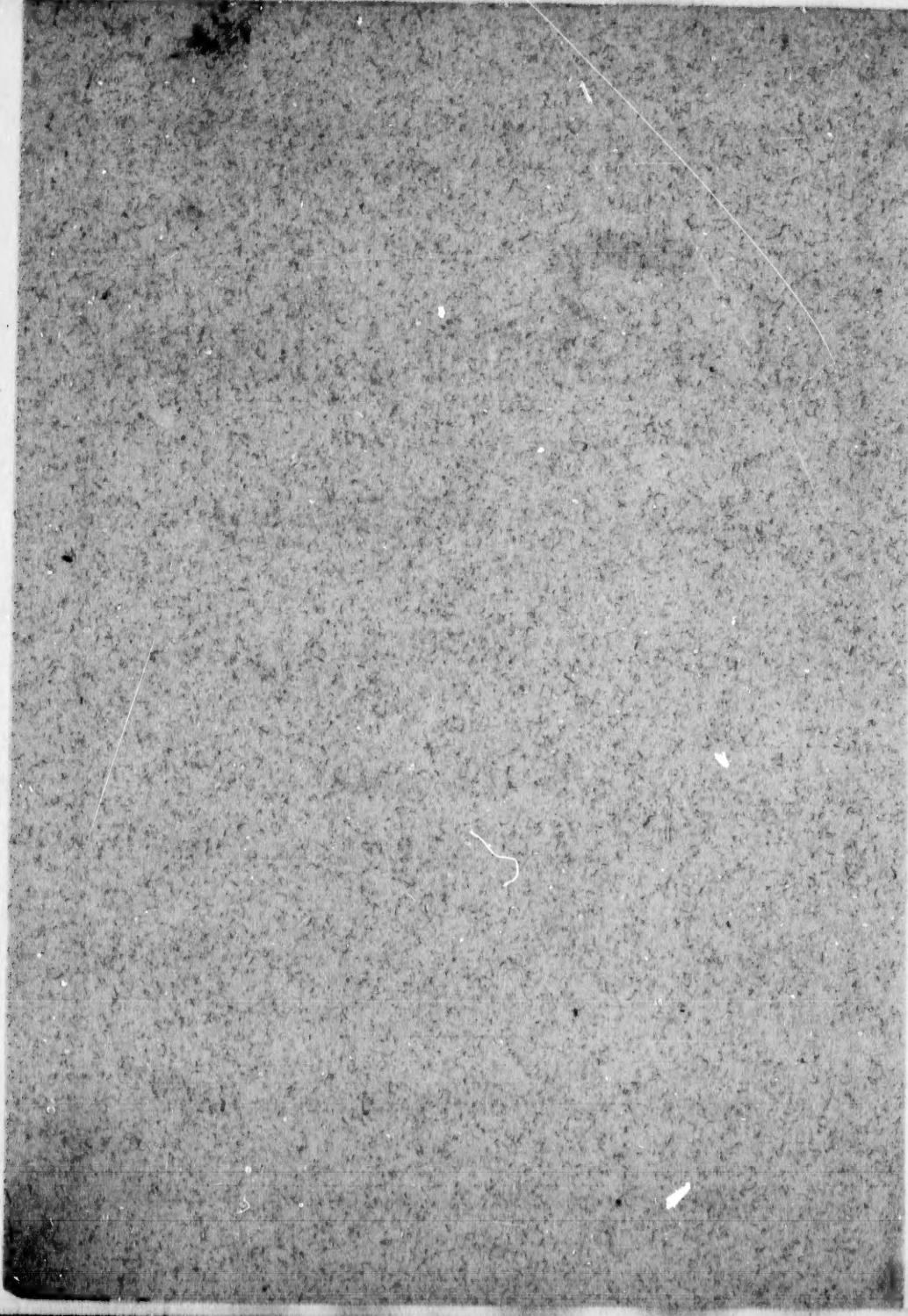
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JOHN H. STRATFORD, - PRESIDENT.

*Stratford.*

PRINTED AT THE EXPOSITOR BOOK AND JOB OFFICE,

1885.



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## OFFICERS.

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JOHN H. STRATFORD,	-	PRESIDENT.
DR. J. W. DIGBY,	-	VICE-PRESIDENT.
ALDERMAN L. F. HEYD,	-	TREASURER.
ALLEN CLEGHORN,	-	SECRETARY.

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## GOVERNORS.

JOHN H. STRATFORD, Esq.  
JAMES W. DIGBY, Esq., M. D.  
W. J. SCARFS, Esq., Mayor.  
WILLIAM T. HARRIS, Esq., M. D., Alderman.  
LOUIS F. HEYD, Esq., Alderman.  
THOS. LLOYD-JONES, Esq., Warden Co. Brant.

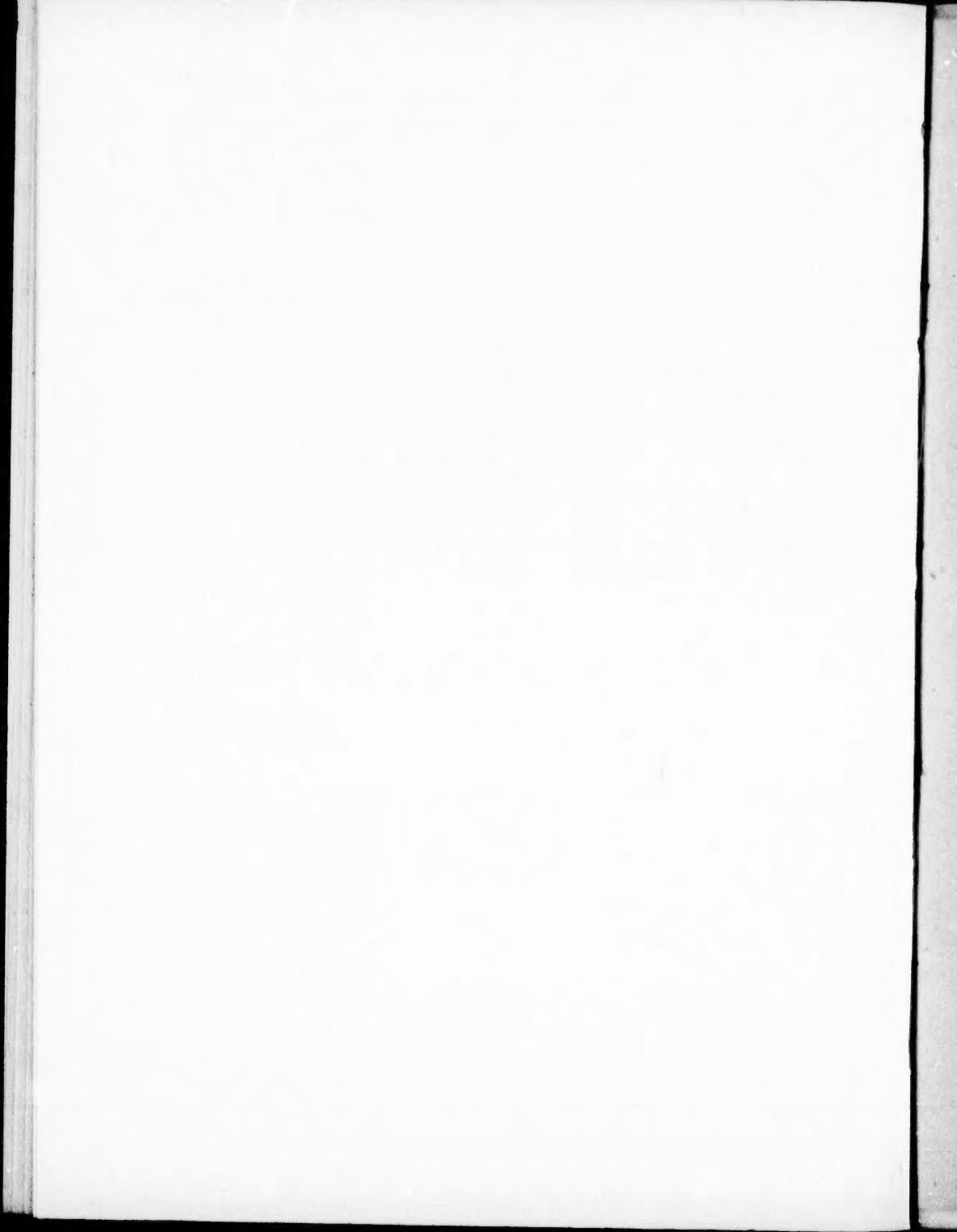
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MISS A. SBYMOUR PERSSE, - MATRON.

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## MEDICAL STAFF.

REGINALD HERWOOD, M. D.,	EGBERTON GRIFFIN, M. D., C. M.
JAMES W. DIGBY, M. D., C. M.	WM. C. CORSON, M. D.
D. LESLIE PHILIP, M. D.	H. J. COLE, M. D.
WILLIAM T. HARRIS, M. D., C. M.	W. B. WINSKELL, M. D.
A. J. HERWOOD, M. D., C. M.	R. THOMPSON, M. D.
L. SNOOK, M. D.	



## PREAMBLE.

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Whereas the John H. Stratford Hospital, erected at the sole expense of John H. Stratford, Esq., of the City of Brantford, was presented by him to the Corporation of the City of Brantford, as a free gift, on Tuesday, the 10th day of February, 1885, subject to the terms and conditions as contained in his deed of the same, as follows:

### CLAUSES FROM DEED OF GIFT.

To be used as an Hospital only upon the following conditions :

1. That the management of the Hospital shall be strictly non-sectarian in its character and the Institution be open to all citizens of the City of Brantford, subject of course to the rules that may be laid down hereafter for its conduct. That no clergymen, priest or member of any religious sect, secret or other society shall hold religious or other services within the walls or grounds, except in the case of a patient who should request the attendance of such, and then only for that patient's personal benefit.
2. That the said lands, tenements and hereditaments, buildings or grounds, shall never be encumbered or mortgaged by any lien whatever, and if so encumbered or mortgaged shall be forfeited at the option of the said John H. Stratford or his heirs, and shall then become the property of the said John H. Stratford, or of his heirs, devisees or appointees, if dead.
3. That the supervision of the affairs of the Hospital shall be in the hands of *Five Governors*, the said John H. Stratford

being one for life, he having the right to nominate yearly another, the Mayor of the day of the City of Brantford, being the third, and the Council to elect yearly from their own body the other two. At the decease of the said John H. Stratford, should his brother Joseph survive him he is to take his place on the Board of Governing. And the survivors of either of them, the said John H. Stratford and Joseph Stratford to have the privilege of nominating by Will one Life Governor only to act with four others selected by the City Council, and at the death of the survivor's appointee, or in default of such appointment under the Will of the survivor, the appointment of all the Governors shall rest forever with the Mayor and Aldermen of the City.

4. That no emolument of any kind shall attach to the office of Governor.

5. That the Buildings shall always be insured for a sufficient sum to replace them in case of their destruction by fire.

6. The County of Brant to have the privileges of the Institution, if the County Council see fit to contribute towards its maintainance a sum sufficient yearly as shall in the opinion of the Governors warrant the enjoyment by the said County of such privileges.

7. The Hospital to be called for all time the John H. Stratford Hospital.

8. That the said John H. Stratford may contribute towards the maintainance of the said Hospital a yearly sum of Four Hundred Dollars payable quarterly in advance, such payments to commence at its opening and to continue for so long a time as he may elect. The said party of the second part, Sara Stratford, wife of the said party of the first part, hereby bars her Dower in said lands.

The said Hospital having been formally declared open to the public by His Honour, The Lieut.-Governor of Ontario, on the 10th February, 1885.

There being five Governors provided by deed of conveyance, (see clause 8 of Conditions), and the Warden of the County of Brant to have a seat at the Board, but without vote.

And as it is expedient and necessary that Rules and Regulations should be adopted, so as to regulate the proceedings of the Governors, as to their meetings from time to time, as well as touching the management and disposition of the property, estate and effects of said Hospital, as well as the duties of its officers, medical staff, clerks and servants, their appointment, wages and salaries; and also such other matters and things as shall appertain to the efficient and proper working of the Hospital.

Therefore it is resolved that the following Rules and Regulations be adopted.

#### I.

The Board of Governors shall at their first meeting choose a President and Vice-President from amongst their number, and thereafter year by year on the first Tuesday in February. The President shall preside at all meetings of the Board of Governors, or in his absence the Vice-President shall preside, but if both are absent, then the Governors present may elect a Chairman *pro tem* from amongst themselves.

#### II.

The regular Board meetings to be held at the Board Room in the Hospital, upon the first and third Tuesday of each month, three Governors present to form a quorum for the transaction of business.

#### III.

Special meetings to be called by the President, or in his absence by the Vice-President, or at the request of any two of the Governors, which meetings may be held wherever appointed.

#### IV.—VISITING GOVERNOR.

Each Governor shall by rotation visit the Hospital at least twice every week for two weeks; it shall be his duty to go over the Hospital, make an examination of the same, hear complaints, if any, from the staff and patients, and generally

confer with the Matron and Secretary, making an entry in the Visiting Governor's Record Book of said visit, together with such comments as he may think necessary, and if unable from absence or any cause to attend in his turn, to procure some other of the Governors to act in his place.

#### V.—TREASURER.

He shall be appointed annually by the Board of Governors, whose duties shall be to open an account in the name of the John H. Stratford Hospital, with the Bank of Commerce in the City of Brantford, where all monies received by him shall be deposited, and only to be withdrawn by issue of his cheque, upon receiving the Secretary's order for payment, said order to be based upon resolution of the Board of Governors, and that he be authorized to endorse all financial documents.

#### VI.—SECRETARY.

He shall be appointed annually by the Board of Governors, attend all meetings of the Board, keep a record of all minutes, notify the Governors of meetings, and the Medical Officers and Governors of their rotation, keep all the accounts and books in proper order, attend to all correspondence, make all entries in the Admission and Dismission Books. Make out all returns and keep all records required by the Ontario Government, and shall do such other duties as may be required of him from time to time by the Board of Governors; and to sign orders upon the Treasurer for payments of accounts or other payments passed by the Board of Governors.

#### VII.—MATRON.

To be appointed by the Board of Governors; her duties shall be to have the care of all the furniture, beds, bedding and stores; to look after the general supplies, including food and such other articles as are required for the daily use of the Hospital. She shall order all supplies of provisions, &c., have pass books with each contractor, or see that invoices accompany the delivery of all supplies, and shall certify the

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pass books and invoices each month, or oftener if so required. She shall keep under lock and key all wine, beer, and other spirituous liquors, such liquors not to be furnished any person except under order of the medical attendant. She shall keep a record in a book of all donations of provisions or other articles for consumption or use in the Hospital.

When she is placed in charge of the Hospital she shall sign a receipt in a book containing an inventory of the furniture and all other plant of the Hospital, and shall keep a record in the same book of all future additions thereto.

She shall have charge and supervision of the nurses and domestic servants, whom she shall have power to hire and discharge, in either case reporting same to the Visiting Governor.

She shall also report to the Attending Physician and to the Visiting Governor, any misconduct, irregularity, or anything which may occur in her department which requires regulation in connection with nursing and attendance.

#### VIII.—ENGINEER AND GARDENER.

To be appointed annually by the Board of Governors, and the duties of gardener and engineer to be performed by one man. In the summer season he will have charge of the garden and grounds, and shall keep the same in good order, and perform all necessary work expected of a first class gardener. And in the winter season he shall take charge of the furnace and steam boiler, and receive from the Matron instructions as to the degree of heat to be maintained from time to time in the Hospital; he shall also reside in the Hospital or in some building on the grounds.

#### IX.—PORTER.

The Porter shall be appointed by the Board of Governors and he shall see that a proper supply of water is kept in the tanks, act as messenger, assist the nurses when required to do so, and perform all household work required of him by the Matron; he shall also assist the gardener when not required in the Hospital.

**X.—NURSES.**

Their duty shall be to take charge of the patients day and night. They shall be under the orders of the attending physician, but more immediately responsible to the Matron during the absence of such physician. It being understood that the nurses must be kind, attentive and orderly, and when on duty they shall wear the Hospital Nurse Uniform ; their general conduct must have the particular attention of the Matron.

**XI.**

No officer or person connected with the John H. Stratford Hospital shall at any time, under any pretence whatever, on pain of dismissal, give to, or take from, any tradesman, patient, or servant, or any other person, any fee, reward or gratuity of any kind whatsoever, directly or indirectly, for any services done, or to be done, or proposed to be done, on account of or relative to said Hospital, except in the case of physicians attending private pay patients in the pay wards of the Hospital.

**XII.—REGULATIONS FOR THE ADMISSION OF PATIENTS.**

**Class of patients which may be admitted :**

1. No incurables, chronic or insane cases, shall, under any circumstances, be eligible for admission into the Hospital unless as provided by clause 10 of Medical Staff Rules.
2. All cases of serious surgical injuries are eligible for admission.
3. All cases of acute diseases are eligible for admission.
4. Any patient desirous of admission, and possessing the means, shall be required to pay to the funds of the Hospital \$2.80 (two dollars and eighty cents) in advance per week for his care and treatment while therein.
5. Patients occupying a private ward may employ their own physician (said physician not being a member of the Hospital Staff), on obtaining the consent of the Board of Governors, and shall pay a fee for care and treatment (expensive wines and fruit extra) to the funds of the Hospital of seven

dollars per week, and such patient can be admitted by application at the Hospital, and with the approval of the attending physician.

6. All patients admitted into this Hospital shall be under the care of the physician who admitted him or her, as long as they are under medical treatment.

7. In special cases, a patient on admission expressing a request to be under the care of his own physician (said physician being a member of the Hospital Staff), may have such request complied with.

8. All patients requesting admission, not possessing the means to pay for hospital care and treatment, must present an order from the Mayor, Warden or Reeve of the Municipality from which he comes, making said municipality responsible for the Hospital charges in respect of such care and treatment. [See clause 11 and 12.]

9. The admitting hour shall be at one o'clock p.m. throughout the year, and the Attending Physician shall be in attendance for one hour from that time, but in case of accident or emergency the patient can be admitted at any time.

10. The attending physician shall judge if the applicant's case is a proper one for admission to the Hospital.

11. Indigent patients requiring admission to the Hospital must have a certificate (blank forms furnished by the hospital) from the city, signed by the Mayor, from the County signed by the Warden or any Reeve of the Townships, and the staff are required not to admit any indigent patient without such certificate except in case of accident or emergency—the certificate to be obtained, signed as soon as possible thereafter.

12. Forms of Certificate can be obtained from the Mayor of the City of Brantford, the Warden of the County of Brant, the Reeve of each Township, or upon application to the Secretary at the Hospital.

## FORM FOR CITY PATIENT.

18. To the Matron John H. Stratford Hospital, Brantford:

Admit Mr.....Brantford, as a patient to the Hospital from the Corporation of the City of Brantford.

Date.....

N. B.—Chronic cases, insane persons, or incurables not admitted.

## FORM OF CERTIFICATE FOR COUNTY PATIENTS.

To the Matron John H. Stratford Hospital, Brantford:

Admit. ....as a patient, and the Municipality of.....will be responsible for payment.

Sign.....

Dated.....

N. B.—Chronic cases, insane persons, or incurables not admitted.

**XIV.—DISMISSAL OF INDIGENT PATIENTS.**

No indigent patient shall be dismissed by the Matron, or allowed to discharge himself or herself (except otherwise provided) until the Medical Officer of the day shall order or permit such discharge, when the Matron of the hospital shall at once by telephone, messenger, or personally notify the Visiting Governor, and he, if necessary, shall advise, with such information he considers called for, the Mayor, Warden or Reeve upon whose certificate the patient had been admitted, that the patient is about to leave the hospital, or the Visiting Governor may at once concur in the discharge.

**XV.**

When a patient dies in the Hospital, the Matron shall immediately give notice in writing to the relatives of the deceased, or in case of no known relatives, to the party who signed the certificate of admission. In all cases where an interment necessarily takes place at the instance of the hospital authorities, the expenses thereof shall be borne by the relatives, or the municipality concerned in sending the patient to the hospital.

**XVI.—RULES FOR EXTERN PATIENTS.**

Out patients must attend the hospital at 1 o'clock p. m. daily, except Sundays, and remain in the visiting room until prescribed for; such patients must furnish their bottles and gallipots, and see that they are kept clean.

## RULES FOR PATIENTS.

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1. Patients on admission to the Hospital must have a bath, unless orders to the contrary are given by the attending physician.
2. Patients having friends in or near Brantford must bring sufficient changes of night shirts or night dresses, which their friends will supply them clean on visiting days.
3. Patients having money or articles of jewelry must leave them in charge of the matron before going to the Ward.
4. Not more than two visitors will be admitted at once to see any patient.
5. Patient must be in their proper places in the Wards at meal times and during the visits of the physicians and surgeons, and always at 8 o'clock at night; and no patient shall leave the hospital grounds at any time, or be absent at the hour of morning visit without special leave from the Matron.
6. Patients must be quiet and exemplary in their behaviour, and conform strictly to the rules and regulations of the hospital, and carry out all orders and prescriptions of the various officers of the establishment. No indecent or immoral conduct will be tolerated. The use of tobacco in any form is (except under medical authority) strictly prohibited. Loud talking or unnecessary noise of any kind in wards or corridors is forbidden.
7. Patients are not allowed in any way to interfere with or remove their diet cards or charts from the wards. Patients must not take away bottles, labels, or appliances when leaving hospital.

8. After 8 o'clock p. m. perfect quiet must be observed in the wards.
9. Such patients as are able in the opinion of the physicians and surgeons shall assist in nursing others, or in such services as the Matron may require.
10. No patient shall enter into the basement story, laundry, operating theatre, or any of the officers or attendants' rooms, except by permission of an officer of the hospital. No male patient shall enter the Women's Ward, or any female patient the Men's Ward.
11. Patients in private wards may be visited by their friends at any suitable hours in the day time. Friends only remain with patient over night by special permission of attending physician, who may in all cases and at all times exercise discretionary powers as to excluding or admitting visitors.
12. No eatables or liquors of any kind shall be taken into wards by visitors, but if brought by them must be left with the head nurse marked with the name of the patient for whom they are intended, to be examined by the medical officer, who will allow or refuse their use as he may think proper.
13. Any patient bringing spirituous liquor into hospital or grounds, or found intoxicated will be discharged.
14. Whenever patients misbehave or violate any of the standing rules of the hospital, the attending physician may remove or discharge them as provided by clauses 8 and 9 of Rules for Medical Staff.

## RULES FOR VISITORS.

1. Visitors admitted on Wednesdays and Sundays from 2 to 4 p. m. only.
2. The first condition of the foundation of this hospital is, the management of the hospital shall be strictly non-sectarian in its character—that no clergyman, priest or member or any religious sect, secret or other society, shall hold religious or other services within its walls or grounds, except a patient should request the attendance of such, and then only for that patient's personal benefit.
3. For reasons that are obvious, visitors are requested to see the nurse before entering any ward.
4. Visitors are strictly prohibited from giving any article of food, fruit, or luxuries, to any patient. Any luxuries intended for particular patients can be left with the Matron, who will be glad to distribute them under the direction of the attending Physician.
5. Visitors are requested not to interfere with the discipline of the hospital by giving orders to nurses or patients.
6. Visitors are requested not to converse with patients concerning their medical or surgical treatment, and particularly regarding their individual diseases.
7. At the entrance of any of the medical men into a ward, visitors will retire if necessary.
8. Visitors are requested to leave the wards promptly at 4 o'clock.
9. Visitors desiring to make any complaints will kindly communicate with the Matron.
10. Statements made by a patient to a clergymen or other visitor are not to be made public, unless at the request of the patient, and with the consent of the Visiting Governor, or in evidence before a proper tribunal.

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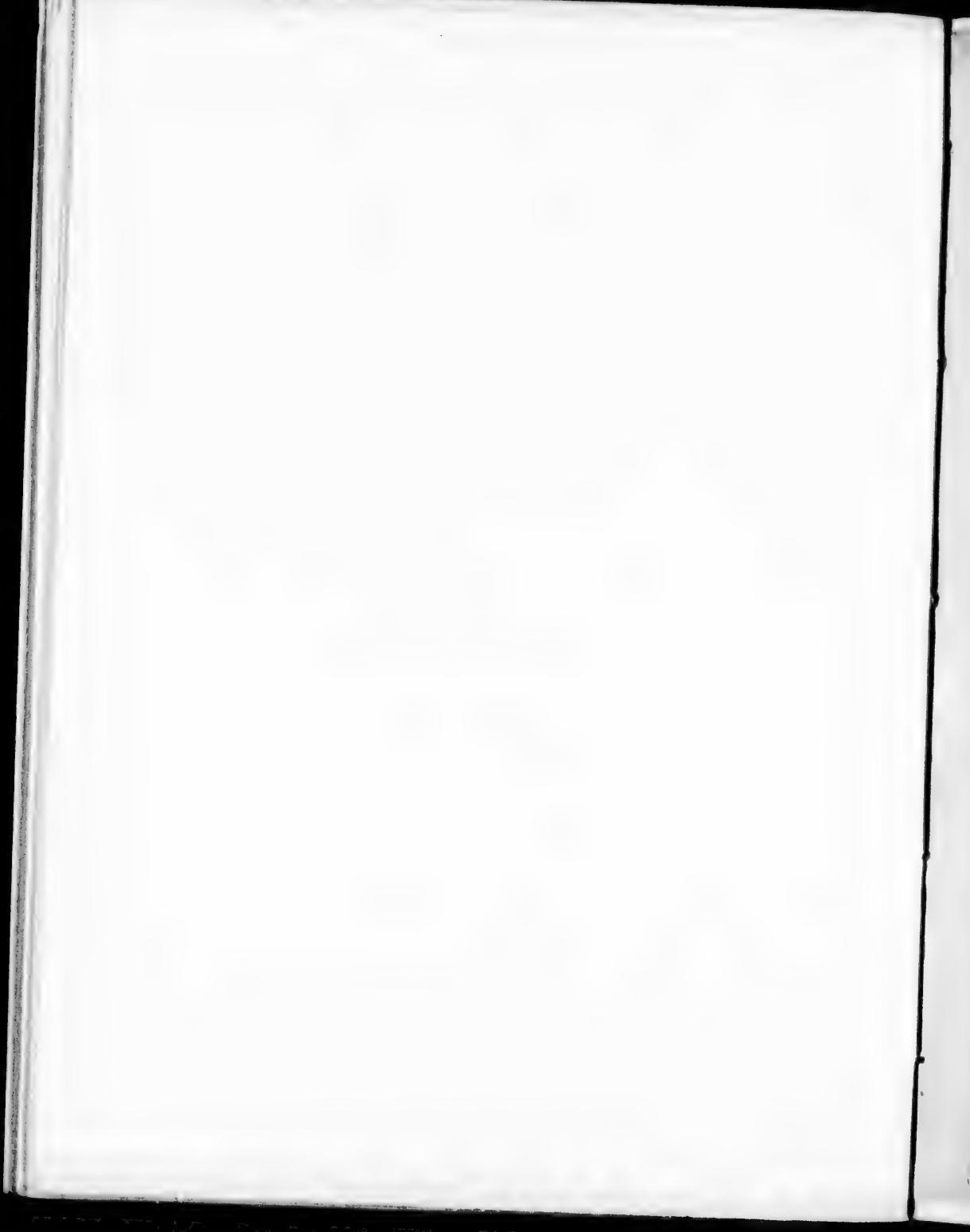
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## MEDICAL STAFF.

1. The following practitioners shall constitute the staff of the John H. Stratford Hospital :

Reginald Henwood, M. D.  
Egerton Griffin, M. D.  
James W. Digby, M. D., C. M.  
Wm. C. Corson, M. D.  
D. Lealie Philip, M. D.  
H. J. Cole, M. D.  
William T. Harris, M. D., C. M.  
W. E. Winakel, M. D.  
A. J. Henwood, M. D., C. M.  
R. Thompson, M. D.  
L. Secord, M. D.

2. Their attendance in rotation shall be as above recited, which is in accordance with the seniority of residence in the City of Brantford, and they shall attend for one month each.

3. When by death, resignation, removal from the city, or any other cause, the number of medical men shall be reduced to eight, that number shall thereafter constitute the full board of the Medical Staff, all vacancies being filled up by open vote of the Board of Governors at, if possible, the next regular meeting of the Board after the vacancy occurs.

4. At each visit the Medical Officer shall enter all prescriptions in a book kept in the Dispensary for that purpose, and give such instructions as he may deem necessary to the Matron and nurses in regard to the patients.

5. Each Medical Officer shall report his visit daily in the book kept for that purpose in the board room.

6. If any medical officer shall be prevented from attending to his duties in rotation, he shall procure some other medical officer of the staff to perform his duty in his stead.

7. No capital operation shall be performed, except in cases where delay might be dangerous, without giving notice thereof to all the medical staff by the Secretary, nor without the concurrence of the majority of those present; and the nature and position of the operation to be performed shall also be determined in the same manner.

8. The Medical Officer, if he shall have cause of complaint against any employee or patient, shall report the same, with the cause of complaint, to the visiting Governor, and the Governor shall state whether in his opinion the person complained of should be discharged from the Hospital, or how else he should be dealt with.

9. In case the Medical Officer and visiting Governor agree in a course to be adopted with respect to any person, and in case the misconduct be of a flagrant nature or requires to be summarily dealt with (but not otherwise), the person shall be discharged by them, or be otherwise dealt with as they may determine, and the whole matter must be reported by the Visiting Governor, at the next Board meeting.

10. The Medical Officers shall not admit any insane or lunatic person into the hospital, nor shall they admit any incurable patient, unless with the special sanction of the Board, and they shall have every person they may have respectively admitted, who proves to be incurable, removed, unless such person is specially allowed by the Board to remain, and they shall report when called upon whether their patients are in their opinion curable or not.

11. If the majority of the medical officers are of the opinion that the patient of any medical officer is incurable, such patient shall be removed on the advice of the Medical Staff.

12. The attending physician, if he desires, can continue after his rotation to attend the patients, or any of them admitted by him until such patient or patient is or are discharged.

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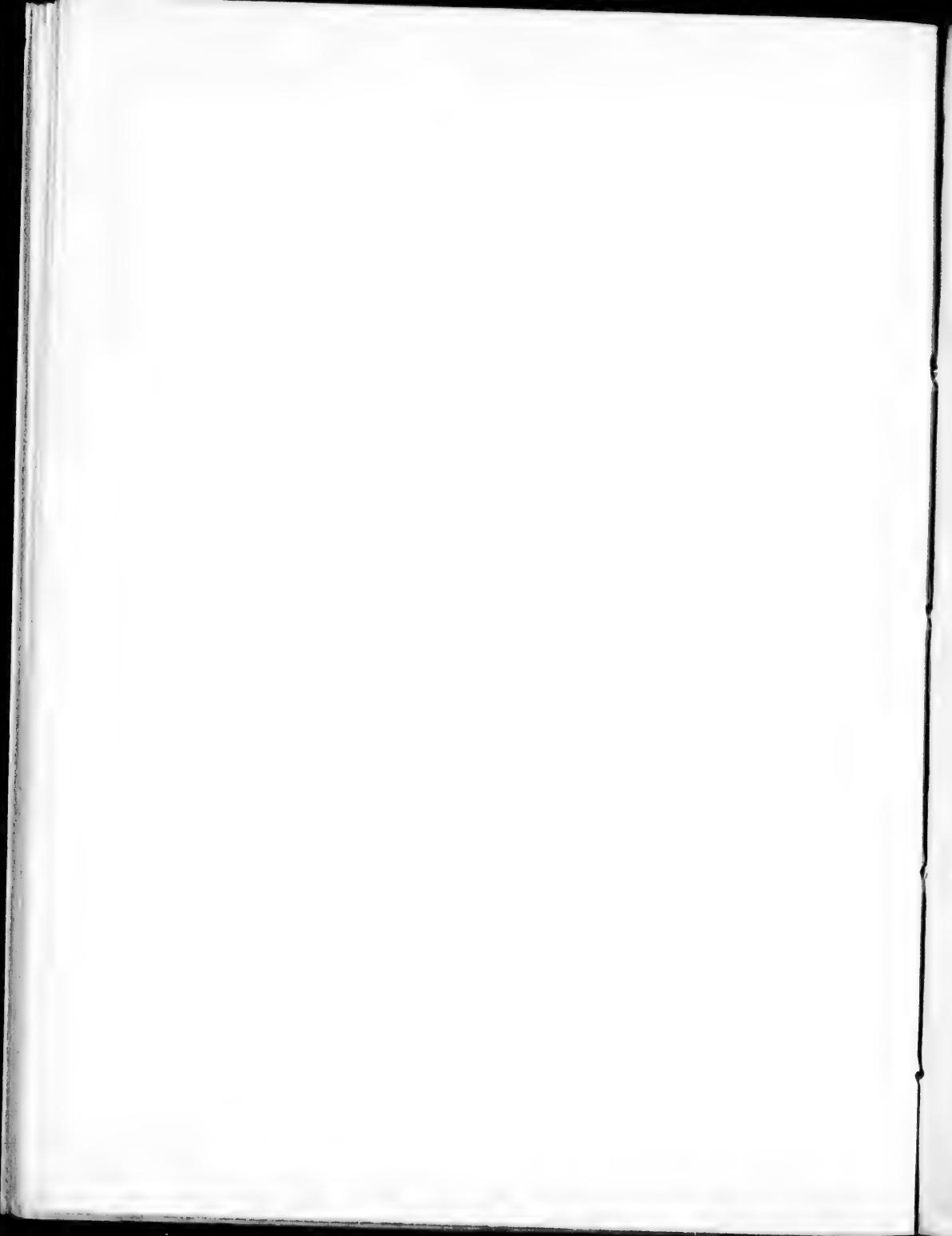
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**MEDICAL STUDENTS.**

All medical students residing in the City of Brantford or County of Brant, upon the payment of five dollars each term (not exceeding six months) in advance (fee to belong to the Hospital fund), shall have the privilege of visiting the patients in company with the attending physician, such students not to be allowed in the wards at any other time, and at the expiration of the term a certified ticket of hospital attendance shall be furnished them, signed by the Secretary.

The student shall himself register in a book kept for that purpose by the Secretary, each visit made by him.

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**RULES FOR ENDOWMENT OF BEDS.**

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1. That any person, society, or corporation who may donate or bequeath to the John H. Stratford Hospital, the sum of Two Thousand Five Hundred Dollars in cash or valuable securities or in Real Estate if sufficient to realize a yearly income of not less than one hundred and fifty dollars, may thereby endow one bed in a public Ward of this Hospital.

2. The person (or heirs in perpetuity) society or corporation so endowing shall be entitled to nominate continuously one patient to such bed free of all charge, but in other respects the patient to be subject to all the rules and regulations of the Hospital.

3. A brass plate shall be inserted in the wall over the bed stating thereon the name and residence of the person, society or corporation by whom the bed is endowed.

